

# C-A OPERATIONS PROCEDURES MANUAL

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## **1.24 C-A Policy for Transportation of Ill or Injured Workers**

### **1. Purpose**

This policy describes the process to follow if an employee is physically incapable of using their normal form of transportation because of sudden illness or injury.

### **2. Responsibilities**

- 2.1 The BNL Clinic determines the health status of workers.
- 2.2 If a worker is declared by the clinic not to need emergency transport to a hospital but in need of transport to home or a doctor, the clinic shall call the emergency contact or other person suggested by the ill or injured worker to provide the needed transportation.
- 2.3 Supervisors shall investigate worker illness or injury as soon as possible to ensure appropriate actions are taken and to keep aware of the status of the worker. The supervisor shall report pertinent information to C-A management.

### **3. Prerequisites**

None

### **4. Precautions**

None

### **5. Procedures**

#### **Caution:**

The BNL Clinic provides minor first aid only. If a worker has a significant injury or illness (e.g. has fallen down, passed-out, severe cut, unconscious, etc.), immediately call x2222, or x911, to have BNL Fire/Rescue EMT respond to the scene. In many cases, BNL Fire/Rescue will transport the worker directly to a local hospital for care.

- 5.1 When it is determined by the clinic or by the worker, when they feel too ill to transport themselves and an immediate emergency does not exist where an ambulance transport is needed, the following methods of transport may be used in the preferred order given below:
  - 5.1.1 The clinic shall contact the worker's Emergency Contact for transportation to home or a doctor's office. Another non-BNL individual suggested by the

worker may also be called to respond to BNL for transporting the worker. The worker shall stay at the clinic until the transportation arrives.

5.1.2 A taxi may be called by the clinic, injured/ill worker or the supervisor. C-AD will reimburse the worker for transportation costs to home or doctor's office.

5.1.3 A willing BNL co-worker may be used with the supervisor's permission if the current workload allows the loss of the co-worker.

5.1.3.1 In this case, a BNL vehicle shall be used.

5.1.3.2 The driver must have a valid driver's license for the vehicle type.

5.1.3.3 The clinic shall provide the worker's supervisor with a release slip, Notification of Dismissal from Work. If the illness occurs when the clinic is closed, the co-worker can either ask the BNL Fire Rescue to make the transport, call an offsite contact suggested by the worker or decides on their own to perform the transport.

5.1.3.4 The driver shall get an approved Offsite Trip Ticket allowing use of the BNL vehicle. This is needed to show the Police at the Main Gate upon returning.

**Note:**

Off-Site Trip Tickets for use of a Government vehicle must be approved by the Department Chair, a Division Head, or one of the senior assistants or administrators during normal working hours. Outside normal working hours, a senior supervisor (e.g. MCR) may approve off-site trip tickets. A list of authorized approvers is maintained by the C-AD Administrative Group.

**6. Documentation**

6.1 Notification of Dismissal from Work.

**7. References**

7.1 [SPI 5-05, Government Vehicles](#).

**8. Attachments**

None